

CITY OF LOWELL
Job Description
Please Post: August 18, 2016
Deadline: September 1, 2016
Health & Human Services Department
Program Assistant–Part Time

Job Title: Program Assistant- Part Time (2500,2311)
Department: Health & Human Services
Reports To: Health & Human Services Director and other designated personnel
Salary: \$16.6837 (Min) to \$19.7434 (Max) per hour –19 hours per week
-Grant Funded (P.F.S)
Grant Funding: *Once grant funding diminishes, this position may revert to less hours per week.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under general supervision may perform any/all of the following:

Interprets policies, rules and regulations of the office;

Receives requests, instructions or other information;

Customer assistance; researching;

Accepts receipts for services, maintains accurate accounting records, compiles statistics;

Distributes and forwards mail; Provides courier mail service for department;

Answers and investigates complaints from general public;

Data entry, typing, filing, photocopying, faxing;

Retrieves information or data from files or records; maintains various databases;

Processes forms; checks forms for accuracy and completeness; types memos, letters and other materials. May compile and complete reports due to the State by Grant.

Answers phones, gives information to public;

Provides clerical support to Grant programs and staff;

Prepares forms and other documents;

Assists other staff members with lunch coverage;

Verifies work to insure accuracy;

Perform related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Applicants must have at least three years of office experience, or any combination of experience and substitutions below:

Knowledge of routine office procedures;

Knowledge of procedures for processing and distribution materials; knowledge of filing and retrieval procedures; knowledge of spelling; ability to analyze data and other information; ability to verify and check information; ability to follow instructions; ability to type 30 error free words per minute; ability to perform basic arithmetic computations (addition, subtraction, percentages, division, etc.); data entry and word processing skills desired.

Proficient computer skills, inclusive of Microsoft Office Suite and Microsoft Outlook email.

Substitutions:

Successfully completed education at a recognized non-degree granting business school above the high school level may be substituted for a maximum of one-year experience on the basis of one year of education for six month of experience.

Successfully completed education towards a degree at a recognized school may be substituted for the required experience on the basis of one year of education for six months experience.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Must possess current and valid driver's license, safe driving history, and dependable transportation.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send resume/application with cover letter to the Human Relations Office, Rm 19, City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~September 1, 2016.

Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer

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